

ADJUNCT INSTRUCTIONAL EVALUATION PROCEDURES

The goals for adjunct instructional evaluations have been established as follows:

1. To encourage continued growth instructor performance.
2. To measure the effectiveness of instructor performance and to identify and provide assistance for improved instructor performance.
3. To provide reasonable criteria for reappointment.

Adjunct instructors who are employed under the Part-time Salary Schedule will be evaluated under the following policy and procedures:

1. **Responsibility**- The overall responsibility for establishing a program for evaluation of adjunct instructors lies with the Vice-President for Academic Affairs. The direct supervision of adjunct instructors lies with the School Dean or designee. Instructors assigned only evening, extension or Saturday section(s) may be evaluated by the Director of Evening, Extension and ROP.
2. **Procedures**- Instructors in their first, second, and third semesters of teaching at Southwestern College:
 - a. An adjunct instructor shall be visited no less than once per semester during each of his/her first and second semesters of teaching at Southwestern College. The instructor shall be notified of a three-week period of time in which the evaluation will occur. At the beginning of each semester, it will be the responsibility of the School Dean or administrative designee to determine those days, evening, extension and Saturday adjunct instructors to be evaluated.

The School Dean, after conferring with School faculty, will select a team of two or more faculty who can serve as faculty peer evaluators for the School on adjunct faculty. (The size of the team may vary according to the number of disciplines adjunct instructors). The Vice President for Academic Affairs will schedule an annual in-service on evaluation to orient first-time faculty evaluators on philosophy, procedures and the college tools of evaluations.

It is the responsibility of the School Dean or administrative designee to carry out the evaluation of adjunct faculty under his/her cognizance. During the first two semesters of teaching, an adjunct instructor will be evaluated through classroom visitation (Adjunct Faculty Evaluation Report form): during the first semester, the classroom visitation will be conducted by the School Dean or administrative designee; in the second semester, the classroom visitation will be conducted by the

designated faculty peer evaluator. When feasible, the classroom visitation will be made by a unit member whose contract assignment is in the same discipline as that of the adjunct faculty being evaluated.

- b. In conjunction with the visitation, the course syllabus (Course Syllabus Checklist form) will be considered and reviewed as part of the evaluation process. A syllabi for all scheduled courses must be turned into the Division Office by the third week of the semester in which evaluation occurs.
 - c. An additional class visitation, when warranted, may be authorized and arranged by the cognizant School Dean. He/she may also authorize student evaluations to be a part of the overall evaluation process.
 - d. The summary section of the Adjunct Faculty Evaluation Report form will be completed and signed by the evaluator(s). If the overall evaluation is satisfactory, the evaluation may be placed in the mailbox of the instructor being evaluated, who will be provided with the opportunity, if he/she so wishes, to discuss the report with the person who prepared the classroom visitation report. The instructor will sign both copies of the report, keep one copy and return the other to the cognizant School Dean or administrative designee for filing in the Human Resources Office.
 - e. If the summary report is marked Unsatisfactory, the cognizant School Dean or administrative designee will arrange for a conference with the instructor being evaluated, at which time the evaluation will be reviewed, and the instructor will be requested to sign the evaluation form. The instructor will be provided with a copy of the evaluation report and the original will be sent to the Human Resources Office for filing. If a peer evaluation has been completed, the peer evaluator will be included in this conference.
 - f. In the third semester of teaching, an adjunct instructor will be evaluated through the student evaluation process. A student evaluation will be conducted using the prescribed form (Student Evaluation of Faculty form). The evaluation will be administered by a student chosen by the evaluatee and questionnaires will be forwarded to the appropriate dean. The Human Resources will summarize the results of the student evaluation and return the prescribed form (Adjunct Faculty Summary Evaluation form) to the School Dean or administrative designee.
3. **On-going Evaluation-** Instructors teaching in their fourth semester or more at Southwestern College: Visitations or student evaluations may be made at any time at the discretion of the cognizant School Dean or administrative designee.

In all cases, adjunct faculty will be evaluated no less than once every six semesters.

4. **Student Evaluations-** Near the end of the semester, the cognizant School Dean or administrative designee or the adjunct instructor may request the instructor's students be given an opportunity to complete the Student Rating of Instructor form. If the request is initiated by the adjunct instructor, the form is to be completed anonymously and returned to the instructor for his/her exclusive use. If the request is initiated by the cognizant School Dean or administrative designee, the Student Rating of Instructor form will be returned to the School Dean's office and summarized, and will be included as part of the instructor's overall evaluation.
5. **Appeal Procedure-** Should an adjunct instructor consider his/her summary evaluation report to be unfair or inaccurate for another classroom visit by a School Dean or administrative designee. Further, the adjunct instructor may request that the School Dean or administrative designee obtain and summarize an evaluation form students using the Student Rating of Instructor form in the class(es) where the evaluation visit was made, with the adjunct instructor not present.